

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

18 December 2012

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-107

POSITION: Supervisory IT Specialist (CUSTSPT) (D1554000) (GS-2210-12) EXCEPTED POSITION

LOCATION: 265th Combat Communications Squadron, South Portland, Maine

SALARY RANGE: \$68,809 to \$89,450 per annum

CLOSING DATE: 10 January 2013

AREA OF CONSIDERATION: Consideration **ONLY** will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted **(E-9)** Technicians who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Technical, analytical, supervisory, or administrative experience, which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience, education, and/or training, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to effectively provide administrative control and technical supervision for a variety of technicians including IT, network, telecommunications, maintenance control personnel.

2. Knowledge of IT and telecommunications systems analysis, evaluation, testing methods, and of the principles of information assurance and network security needed to meet mission requirements.
3. Knowledge of technician hiring policies and procedures, technician performance standards development, and technician appraisal system.
4. Knowledge of budget and unfunded requirements process.
5. Ability to conduct interviews and evaluations.
6. Knowledge of applicable instructions and policies pertaining to equipment asset management, maintenance management, logistics support, supply management, and manpower processes.

COMPATIBILITY CRITERIA: AFSC: 3DXXX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3DX9X

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of a Supervisory IT Specialist. **Must provide a copy of a transcript to receive consideration of substitution.**

ADDITIONAL REQUIREMENT: The position is an IAT level 2 position. As a condition of employment, individuals have 6 months in which to complete and receive the SEI 264 (for the level and grade at which the person is serving) mandated by DoD Career Development Program for Information Assurance Workforce Improvement Program (DoD 8750.01M).

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must

be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: HROTECH@me.ngb.army.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

INTRODUCTION:

This position is located in the Network Systems Flight of an ANG Combat Communications Squadron. The purpose of this position is to supervise, direct and manage employees designing, engineering, analyzing, installing, maintaining and operating automated communication systems which include transmission systems and networks for voice and data, in both tactical and fixed base environments.

This position requires military membership. It is designated For National Guard Enlisted Incumbency Only. The incumbent provides technical supervision, guidance and leadership to subordinates. Incumbent performs duties necessary to accomplish information technology and communications functions and provide for customer support for ongoing programs essential to squadron operations, training, and mission readiness.

DUTIES AND RESPONSIBILITIES:

-- Directs the installation, engineering, testing, evaluation, modification, maintenance, and reporting of the full range of Communications-Electronics (C-E) equipment and systems assigned. Provides highly complex technical solutions that support unique command and control communications systems requirements. Monitors quality control practices. Evaluates scheduling, rescheduling or reassignment of work. Ensures standard C-E maintenance and repair methods are followed to meet complex specifications. Tracks time and work completion that is critical for safety reasons, workload, and manpower requirements. Incumbent analyzes current and past maintenance effectiveness. Takes, directs, or recommends remedial actions to correct problems or deficiencies and to preclude recurrence. Advises the Commander of significant issues and matters affecting the production, control, and effectiveness of the unit's C-E systems function.

-- Plans, develops, and implements local maintenance policies, procedures, and goals for effective administration, direction, management, and operation of the flight. Monitors current information on system and equipment status, repair actions, modifications, and related matters. Analyzes the flight's maintenance capabilities, evaluates maintenance effectiveness, and reports the flight's mission capability. Initiates action to maintain a maximum degree of efficiency and reliability. Develops new procedures to solve unprecedented technical problems.

-- Ensures the proper use, management, and training of all personnel, consisting of multiple technical disciplines within the flight. The Network Systems flight has 5 subordinate positions. Each branch requires specific technical knowledge and skills in addition to technical knowledge and skills that are common between branches. All subordinate positions are at the GS-11 grade

level. Ensures that efficient position management is practiced and that position descriptions of subordinates are accurate. Realigns duties within the flight to ensure efficient use of assigned manpower to accomplish unit's mission.

-- Interviews and recommends selection of new employees. Provides training and orientation. Ensures new employees are briefed in their duties and responsibilities. Establishes work performance standards and discusses and assigns annual performance evaluations. Initiates disciplinary actions, promotion actions and step increases. Recommends awards and approves leave. Manages overall personnel program within the section.

-- Provides technical assistance to organizations/units in establishing digital communications requirements. Provides technical input in the form of complete annexes to base, mobility and wartime tasking plans. Input covers the broad range of digital communications support necessary for mission accomplishment, i.e., voice, data, Radio Frequency (RF) and special communications requirements.

-- Prepares and submits budget estimates and revisions for the procurement, installation, and maintenance of equipment and supply items. Identifies resource shortages or projected shortages to the commander and the National Guard Bureau.

-- Ensures formulation of comprehensive training plans for each function and specialty within the flight. Ensures drill status guardsmen (DSG) are properly trained and able to perform the telecommunications activities.

-- Exercises continuing responsibility for safety conditions, procedures, and work practices employed within the maintenance community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures periodic inspections of work centers are performed and immediate action is taken to correct unsafe conditions.

-- Performs other duties as assigned.